

*Esther A. Trujillo
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**GROUP OFFICE ADMINISTRATOR
Group TSA-4 (Energy and Environmental Analysis Group in the Technology
& Safety Assessment Division) Los Alamos National Laboratory, Los Alamos,
New Mexico**

As Group Office Administrator OS-5, I provide administrative assistance and secretarial support to a group consisting of 20 staff members, 2 technicians, 1 OS data analyst, and several students. I interpret Laboratory policy and procedures to group members.

August, 1989 - Present

- I enter, validate and approve attendance using Lab-Wide Time and Effort system
- make domestic and foreign travel arrangements on Lab-Wide Travel system
- handle telephone and visitor traffic
- serve as primary document custodian and ensure that all group members are up-to-date on procedures for handling classified documents.
- compose and review outgoing correspondence for correct syntax, spelling, and consistency for group management, group members, and my signature
- maintain appointment calendar for group leader and deputy group leader
- assist group members with office equipment orders and coordinate office space assignments and moves with the Division Office, FSS, and JCI
- complete various forms such as Affiliate Request, LANL Technical Information Release, Library Material Requests, Record Transfer Requests, Shipping Manifests, Property Transfer Slips, Equipment/Material Pickup Requests, Employment Requisitions, Foreign National Visits Requests (982, 473), Escort Requests, purchase requests, and Form 277 (clearance transfer)
- independently track expenses on projects in the group by retrieving information from DataWarehouse and inputting into Microsoft Excel
- coordinate all phases of personnel issues for the group with the division office personnel representative (i.e., the hiring of personnel for regular employment and under special employment programs, UGS, GRA, HBCU, SARA, etc).
- responsible for central filing system, transfer requests for records that are to be retained, and coordinate records disposition when the retention period is due to expire
- serve as the group's alternate ES&H representative
- serve as the group's alternate property administrator
- place conference calls with both internal and external participants.

June, 1983 - August, 1989, Group S-1 (Statistics), Los Alamos National Laboratory. Worked under the supervision of the Group Leader, Deputy Group Leader and Group Office Administrator. Assisted with monthly Form B reports, typing, and filing; scheduled meetings for group personnel; edited and transmitted correspondence; handled interview arrangements; typed and made travel arrangements for both domestic and foreign travel.

March, 1983 - June, 1983, Group CRM-1, Los Alamos National Laboratory, Limited Term.

Mailed correspondence, stuffed envelopes, assisted in archiving numerous documents, xeroxed large amounts of paperwork, answered telephones and took messages for group personnel.

1978 - 1979 Dental Assistant, Los Alamos, New Mexico.

Assisted the Dentist with root canals, fillings, and wisdom teeth surgery. Was responsible for autoclaving/sterilizing the instruments, and making sure that my station was ready with the necessary equipment for each patient.

1974 - 1977 Dandy's, Espanola, New Mexico

Was a crew boss and supervised seven employees. Worked the register. Responsible for cooking, making chili, shredding vegetables, washing dishes, cleaning tables, taking care of inventory and also in charge of making sure that all the money was accounted for at the end of the night. Ordered restaurant supplies when necessary, including food supplies.

AWARDS

Individual Distinguished Performance Award, 1995

"...she has shown an exceptional ability to provide both administrative and secretarial support...extremely valuable resource..."

Several Los Alamos Achievement Awards.

FORMAL EDUCATION

Received diploma at Espanola Valley High School, Espanola, New Mexico, May 1976

Received a certificate at Northern New Mexico Community College attending Dental Assistant School, 1977-1978

OTHER TRAINING

Numerous Laboratory sponsored classes.

SKILLS

I am proficient on the Macintosh using various software such as Microsoft Word, Microsoft Excel, Eudora, Netscape Navigator, Adobe Acrobat, Lab-Wide Systems, and the new Citrix.

One of my strengths is that I am fluent in Spanish.

OUTSIDE ACTIVITIES

I am a member of my church choir,

Eucharistic minister at my church,

Involved in conducting the census for the Archdiocese, and many other church related activities,

Involved with the Pojoaque High School Cheerleaders,

Involved with the Pojoaque Valley Little League, and

Involved with the Pojoaque Valley Basketball League.

MISCELLANEOUS

References provided upon request.

Active Q- Clearance for the past 16 years.